

Personal Leave Quarters
Fiscal Year 2015
Non-Management, Corrections, and State Police

| Pay Period Beginning | Pay Period Ending | Awarded in Check Date | Please Use By* (pay period end) |
|---------------------------------|------------------------------|----------------------------------|---|
| April 6, 2014 | July 12, 2014 | 7/24/2014 | October 4, 2014 |
| July 13, 2014 | October 4, 2014 | 10/16/2014 | July 11, 2015 |
| October 5, 2014 | January 10, 2015 | 1/22/2015 | July 11, 2015 |
| January 11, 2015 | April 4, 2015 | 4/16/2015 | July 11, 2015 |
| April 5, 2015 | July 11, 2015 | 7/23/2015 | October 3, 2015 |

Note: PARS documenting successful completion of original probation that are not submitted timely may affect the employee's ability to receive time before the "Use By" date. Please contact Employee Benefits with leave questions by calling 828-6700, Option 1 for HR and Option 3 for Benefits.

*The "Use By" dates do not apply to State Police. Please see the State Police Collective Bargaining Agreement for carry-over provisions.